

Maryland State Archives
Payment Form for Images and Rights & Reproduction Fees

Please note that scanning and image orders will take 2 – 4 weeks to fulfill. If an order is needed sooner, please contact the Archives. Rush charges may apply. All orders must be paid in full before they can be processed. ***Note: This form must be sent in with the Maryland State Archives Image Request and Reproduction Permission Form.***

Images Requested:

Image Size	Images on Standard Papers	Images on Special Papers (cotton rag, posterboard, canvas)	Total Image Fees
Up to 19" on longest edge	(\$25/image)	(\$40/image)	
Between 19" and 30" on longest edge	(\$75/image)	(\$100/image)	
Between 30" and 44" on longest edge	(\$125/image)	(\$150/image)	
Total Image(s) Requested			\$

Digital Image(s) Requested:

\$25.00 per digital image	Total Digital Fees
	\$

Scanning Fees: (for materials not already digitized):

	Number of Images to be Scanned	Total Scanning Fees
Scan from original cartographic material, up to 36": \$45.00		
Scan from all other original material (if available): \$25.00		
Total Scanning Fees		\$

Shipping Fees:

Method of Shipping	Items Shipped	Shipping Fees
Number of prints up to 19" on longest edge sent via US Mail		\$7 (for each 5 items shipped)
Number of prints longer than 19" sent via UPS Ground		\$20 (for each 5 items shipped)
Total shipping fees		\$

Rights and Reproductions Fees:

(Note: Rights and reproduction fees do not apply to items for personal use only. Location of image in publication may effect use fees.)

Commercial Use: \$75 per image:	Images	Total R&R Fees
Number of images @\$75/image		
Non-Profit Use: \$25 per image:		
Number of images @ \$25/image		
TOTAL RIGHTS AND REPRODUCTION FEES		\$

Transmission Fees

By email (for orders of 1-2 images only, depending on ability to receive attachments up to a total of 10 MB) @ \$25/image \$_____

By CD (for images larger than 10 MB and all orders of 3 or more images) @ \$75 \$_____

Rush Charges (if applicable will be applied by Archives staff) \$_____

TOTAL FEES \$_____

Payment may be by check, money order or credit card. We do not accept American Express

Checks should be made out to the Maryland State Archives and sent to the address below.

Credit Card Type: [] MasterCard [] Visa [] Discover

Card number: _____

Name on credit card: _____

Expiration date: _____

V-code number (3 digit number on back of card on signature line) _____

Signature _____

Billing Name and Address	Mailing Address (if different)
_____	_____
_____	_____
_____	_____
_____	_____

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